

Performance Based Interview Example

1. Tell us a little about yourself, and your background.
2. Tell us what interested you about this job and why you believe you make a good candidate.
3. Identify three characteristics you feel you possess that make you an effective manager/leader. Give examples of how you have used each characteristic in a work setting.
4. Give me an example of a time when you used your fact-finding skills to gain information needed to solve a problem; then tell me how you analyzed the information, came to a decision and took action.
5. Describe a time when you felt your integrity was challenged. What was the situation? How did you handle it?
6. Tell us about a specific time when you had to negotiate with a group of people outside of your organization to obtain their cooperation. Tell us specifically how you went about establishing a relationship with them and what was the outcome? What did you learn from this situation?
7. Describe a situation in which you used your knowledge of an organizations mission or its function to influence change to either a program or a project? Specifically, how did it impact the program or project? How did it impact the organization, work unit?
8. Describe a situation in which you identified a potential conflict in your organization. Did you take any actions to prevent it from developing? If so, describe the specific actions you took and the outcomes.
9. Describe what you would consider one of your most innovative or creative solutions to an organizational problem. What was the situation? What specific actions did you take? What was the outcome?

- 10.** What is the most difficult financial situation you've ever had to lead an organization thru? What was the situation? What made it so difficult? What specific actions did you take? What would you do different if you had it to do over again?
- 11.** Tell us about the most challenging situation you can remember when you had to hold a management official accountable under strenuous or awkward circumstances. What was the situation? What made it problematic? What specific action did you take? What was the outcome?
- 12.** Describe when you had to convince upper management or other stakeholders to take a controversial position on a sensitive matter. What was the situation? Why was it controversial? What alternatives did you consider? How did you gain management support?
- 13.** Have you had any training or experience in applying alternative dispute resolution techniques? Describe the issue and parties involved, how you applied the techniques and the outcome.
- 14.** What types of measures have you used in evaluating a service or program?
- 15.** Give an example of when you have encountered improper practices or misconduct on the part of an employee and taken corrective action. How would you describe your management style when it comes to misconduct?